

EXEMPT EMPLOYEE TIME AND ATTENDANCE REPORT

SEE REVERSE SIDE
FOR INSTRUCTIONS

EMPLOYEE NAME

PAY PERIOD ENDING DATE

DAY DATE	ANNUAL LEAVE USED (ANLV)	SICK LEAVE USED (SKLV)	¹ DEFERRED HOURS USED	SCHOOL LEAVE USED (SCHL)	EXCEPTION OVERTIME (FLSA=Y)	VOL. WORK SCHEDULE (PLNA)	INITIAL LEAVE GRANT (ILG)	¹ FAMILY LEAVE	NON PAY (NOPV)	UNPAID LEAVE (ZERO)	¹ OTHER HOURS	SUPV APPR	REASON
SUN													
MON													
TUES													
WED													
THURS													
FRI													
SAT													
WEEKLY TOTAL													
SUN													
MON													
TUES													
WED													
THURS													
FRI													
SAT													
WEEKLY TOTAL													

PAY PERIOD TOTAL												
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TOTAL HOURS TO BE PAID.
LEAVE BLANK UNLESS EMPLOYEE
IS ON A VARIABLE WORK SCHEDULE.

SHIFT 1	SHIFT 2	SHIFT 3

¹ ENTER HOURS TYPE CODE IN THE REASON COLUMN. (See back of form for hours type codes)

THE ENTRIES ON THIS REPORT ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND TRUE	
EMPLOYEE SIGNATURE	DATE
I HAVE REVIEWED THIS REPORT FOR CORRECTNESS AND HAVE INITIALED MY APPROVAL AS NECESSARY	
SUPERVISOR'S CERTIFICATION	DATE

ENTER AN "X" WHEN AN EMPLOYEE
SPECIAL PAY REPORT FORM A-424A IS
TO BE ATTACHED

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DEPARTMENT/AGENCY CODE	TIMEKEEPING (TKU) NO.
EMPLOYEE NUMBER	
SOCIAL SECURITY NUMBER	

EXEMPT EMPLOYEE INSTRUCTIONS FOR TIME REPORTING

1. **AT THE END OF THE PAY PERIOD** performs the following:
 - A. If no leave was used during the pay period, writes **NO LEAVE USED** across the face of the form. Otherwise, enters **WEEKLY TOTALS** and **PAY PERIOD TOTALS** in the appropriate spaces.
 - B. If the employee is on a variable work schedule, enters the total hours to be paid for each shift.
 - C. Enters DEPARTMENT/AGENCY CODE, TIMEKEEPING (TKU) NO., EMPLOYEE NUMBER, and SOCIAL SECURITY NUMBER in spaces provided.
 - D. Enters signature and date in the **EMPLOYEE SIGNATURE** and **DATE** spaces.
 - E. Indicate per instructions (See front of form) when the **EMPLOYEE SPECIAL PAY REPORT (A-424A)** is used.
2. Obtains supervisor certification and date.
3. Submits complete form to the timekeeper.

DEFINITIONS

EXEMPT EMPLOYEE — An employee who is not eligible for overtime payment. Exempt employees are expected to work the number of hours per pay period agreed upon at time of hire.

***ANNUAL LEAVE USED (ANLV)** — Hours of absence charged against the accrued Annual Leave balance.

***SICK LEAVE USED (SKLV)** — Hours of absence charged against the accrued Sick Leave balance.

***DEFERRED HOURS USED** — Hours of absence charged against hours accrued as Deferred Leave Hours; (DH81) Deferred Hours 1981, (DH82) Deferred Hours 1982.

***SCHOOL LEAVE USED (SCHL)** — Hours used for the purpose of participating in certain educational activities.

***EXCEPTION OVERTIME (FLSA=Y*)** — Employees FLSA exempt, but have been approved on an exception basis to be paid overtime.

DBX1 - Used to record hours for Exception Double Time (Shift 1)

DBX2 - Used to record hours for Exception Double Time (Shift 2)

DBX3 - Used to record hours for Exception Double Time (Shift 3)

HOX1 - Used to record hours for Exception Holiday Overtime (Shift 1)

HOX2 - Used to record hours for Exception Holiday Overtime (Shift 2)

HOX3 - Used to record hours for Exception Holiday Overtime (Shift 3)

LOX1 - Used to record hours for Exception Line Up Overtime Pre Shift 1

LOX2 - Used to record hours for Exception Line Up Overtime Pre Shift 2

LOX3 - Used to record hours for Exception Line Up Overtime Pre Shift 3

ODX1 - Used to record hours for Exception Double Back Overtime (Shift 1)

ODX2 - Used to record hours for Exception Double Back Overtime (Shift 2)

ODX3 - Used to record hours for Exception Double Back Overtime (Shift 3)

OTX1 - Used to record hours for Exception Overtime (Shift 1)

OTX2 - Used to record hours for Exception Overtime (Shift 2)

OTX3 - Used to record hours for Exception Overtime (Shift 3)

VOLUNTARY WORK SCHEDULE (PLNA) - Work Schedule Adjustment Plan A.

INITIAL LEAVE GRANT (ILG) - Initial Leave Grant hours used.

***FAMILY LEAVE** — Hours used as leave under the Family Medical Leave Act:

FMAL - Annual Leave Used

FMCN - Comp Time Used

FMD1 - Deferred Hours 81 Used

FMD2 - Deferred Hours 82 Used

FMLA - Unpaid Hours

FMSL - Sick Leave Used

NON PAY (NOPY) - Unpaid time resulting from the change to daylight savings time that will not affect accruals.

***UNPAID LEAVE (ZERO)** - Unpaid time off because (1) permission for leave use was not requested or was requested and denied; (2) leave balances were exhausted; or (3) the employee requested and was granted unpaid leave.

*OTHER HOURS

*ADM1 -Administrative (Shift 1) - Hours of leave with pay for necessary absence from work for which Annual, Sick or other leave with pay is not applicable (leave for attending an annual or general assembly or convention which must be approved by the Labor Relations staff).

*ADM2 -Administrative (Shift 2)

*ADM3 -Administrative (Shift 3)

ANLW - Annual Leave Workers Comp - For employees who accrued annual leave while off on workers comp due to assault by an inmate or patient.

BDAY - Birthday Leave

CMPE - Comp Hours Earned

CMPU - Comp Hours Used

JUR1 - Jury Duty (Shift 1)

JUR2 - Jury Duty (Shift 2)

JUR3 - Jury Duty (Shift 3)

LOST - Lost Time

MIL1 - Military Leave (Shift 1)

MIL2 - Military Leave (Shift 2)

MIL3 - Military Leave (Shift 3)

SPCC - Special Pay "C" - Out State Auditor [Replaces "SPCX"]

SPCP - Special Pay "P" - Structural Duty Hazard Pay

SPCR - Special Pay "R" - Out of State Insurance Examiner

*UNO1 - Union Activity (Shift 1) - Hours granted for purposes of representing a fellow employee at a grievance, attending labor-management meetings or conducting other recognized employee organization business as allowable under applicable Employee Relations Policy.

*UNO2 - Union Activity (Shift 2)

*UNO3 - Union Activity (Shift 3)

VARIABLE WORK SCHEDULE — A work schedule that varies from the employee's standard hours, unless the variance results from leave hours used, unpaid leave, or Voluntary Work Schedule Adjustment Plan A.

**SUPERVISOR SIGNATURE REQUIRED*